

SUPERVISOR'S CHECKLIST INJURY AND ILLNESS PREVENTION PROGRAM

CHECK	GENERAL
	Do employees know the location of the IIPP?
	Do employees know the contents of the IIPP?
	Do employees understand their responsibility under the IIPP?
CHECK	RECOGNITION AND DISCIPLINE
	Are employees disciplined when they violate City safety policies or rules?
	Do you evaluate employees safety performance in the employee appraisal process?
	Have you instructed your employees how to nominate fellow employees for a safety letter of recognition?
CHECK	COMMUNICATING SAFETY
	Have you set up a bulletin board for safety material where employees regularly congregate?
	Have employees been told the location of the safety bulletin board?
	Does the safety bulletin board contain required OSHA postings, Citywide safety committee meeting minutes, new safety policies, and/or new departmental Code of Safe Work Practices?
	Have you posted the <i>Employee Hazard Notification</i> form near the bulletin board?
	Have you instructed employees how and when to use the <i>Employee Hazard Notification</i> form?
	Do you have a safety manual in your office?
	Are equipment operating manuals kept with the piece of equipment?
	Have employees been trained on the equipment operating manuals?
	Are Material Safety Data Sheets (MSDS) kept on-site for employees to review?
CHECK	INSPECTIONS
	Are you conducting daily inspections of high hazard areas?
	Has your department developed a monthly safety inspection checklist and has it been approved by the City Safety Officer?
	Are you submitting the monthly inspection findings to the City Safety Officer?
	Are deficiencies corrected on a timely basis?
	Have employees been told how to report hazards?
	Have employees been instructed to cease work, if necessary, when an imminent hazard exists?
	Have preventative maintenance programs been developed for equipment?
CHECK	ACCIDENT INVESTIGATIONS
	Have employees been instructed how to report accidents and near misses?
	Are all accidents, near misses, and property damage incidents investigated and documented using the City's <i>Supervisor's Report of Incident</i> ?
	Are corrective actions taken to prevent accident recurrence?
	Have you eliminated all elements of fault finding in your investigations?
	Are you sending the completed <i>Supervisor's Report of Incident</i> to the City Safety Officer within 48 hours of the accident occurring?
CHECK	TRAINING
	Have new employees or transferred employees received general safety training before they are assigned to their job? Have you documented this training using the <i>New Employee Safety Orientation</i> form?
	Are you attending Supervisor Safety Training classes when they are available?
	If you are a field supervisor, are you conducting at least two safety tailgates per month?
	If you are an office supervisor, are you discussing safety with your employees on a quarterly basis (can be integrated into regular department meetings)?
	Have you trained employees on their specific job hazards and documented the training using the <i>Specific Hazard Safety Orientation</i> form?
CHECK	RECORDKEEPING
	Are employee safety training records kept for three (3) years?
	Are <i>Supervisor's Report of Incident</i> forms maintained for five (5) years?
	Are safety inspection checklists and findings maintained for one (1) year?